

# ACCOUNTANT

## **JOB SUMMARY:**

The Accountant performs a variety of accounting functions to support the operations of the organization and the accounting/finance department. We are looking for a team member that has experience with government contract fund accounting and/or health care sectors.

## **MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

Following is a general listing of the job duties inherent in this position. The employee will also perform other tasks and special projects as assigned or required.

- Prepare journal entries and posts to the general ledger.
- Review and reconcile general ledger accounts monthly and resolve any discrepancies.
- Analyze and reconcile the fixed asset, prepaid, depreciation, and amortization schedules.
- Analyze revenues and expenses to ensure they are recorded appropriately.
- Participate in the month-end and year-end close processes by preparing and posting journal entries to include revenue and expense accruals.
- Prepare monthly and annual financial statements for management and board review.
- Research and provide accounting information as requested by outside auditors.
- Work as a team member in performing duties, responsibilities and assignments.
- Document and monitor processes, procedures, and internal controls.
- Analyze monthly variances between actual month end and year to date data vs. budgets.
- Participate in the preparation of annual budgets as well as preparation of budgets for contracts and proposals.

## **Accountant Competencies and Performance Expectations**

### **The Accountant is expected to:**

- Have a strong understanding of accounting theory.
- Have a thorough understanding of computer operations including site network, Microsoft Windows Suite with expert skills in Excel, and data information systems.
- Have excellent analytical skills with ability to analyze data and solve problems.
- Be highly detail oriented and organized in work; meet assigned deadlines.
- Adhere to BHS Policies and Procedures and professional standards of conduct

- Display initiative to further develop skills and improve job performance; have a personal belief that professional growth and learning continues throughout ones professional career
- Work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

### **Prerequisite Qualifications**

Following are the qualifications required to perform the essential functions of this position. A Bachelors degree in Accounting or Finance and a minimum of two years relevant experience is required. Experience with government contract fund accounting and/or health care sectors is preferred.

Must have the ability to communicate effectively both verbally and in writing. Proper English and grammar, along with technical writing skills are required. Proficiency with Microsoft Word and Excel. Must possess good listening skills and the ability to follow directions. Ability to work with others, including other professional and paraprofessional staff. Must have a positive, professional attitude, and a desire to work with numbers and solve accounting problems.

### **QUALIFICATIONS**

Following are the qualifications required to perform the essential functions of this position. Qualifications may be subject to modification based on the Americans with Disabilities Act.

- Bachelor's degree in Accounting or equivalent.
- Experience in the not-for-profit sector preferred.
- Excellent communication and interpersonal skills with a customer service focus
- Able to act and operate independently with minimal daily direction from CFO to accomplish objectives.
- Supervisory experience preferred.
- Proficiency with Outlook and Microsoft Office applications.

Able to stand, stoop, bend, squat and reach for purpose of performing job duties such as handling materials stocked on shelves, filing, lifting and assisting in emergency situations. Duties may require occasional use of stool or small ladder. Routinely lift and move items weighing up to ten pounds and occasionally up to twenty-five pounds; is expected to ask for assistance and use a dolly or cart for any heavy items. Able to move about the department. Vision, hearing, verbal communication skills, manual dexterity and eye-hand coordination must be adequate for performance of job duties. Able to sit at desk, use keyboard, mouse & touchpad, write, and physically perform other job duties.